

NO. HRMD/OMD/SEC-1/12900

Dated : 14 October, 2018

Mrs. Gulbaher Khanam (G-35646)  
Senior Principal Officer  
Reconciliation Division  
Sonal Bank Limited  
Head Office  
Dhaka.

Dear Sir,

Subject : **Sanction of 30 days outside Bangladesh leave with full pay to visit K.S.A. & India.**

Reference may please be made to the letter no. 1434 dated 24 September, 2018 of Reconciliation Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 30 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit K.S.A. & India under the following terms & conditions:

**Conditions :**

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)  
Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The Deputy General Manager, Reconciliation Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Immigration Officer, All Airports/All Landports, Bangladesh.



Assistant General Manager  
**Md. Nurullah Khan**  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.